

TITLE: County Manager

GB/1

DEPARTMENT: Governing Body, Rutherford County

JOB SUMMARY: This position is responsible for the overall administration of the county government.

MAJOR DUTIES:

- o Administers the operations of the county government, including all offices, departments, and agencies controlled by the Board of Commissioners.
- o Develops and implements county operating policies and procedures; recommends changes to the Board of Commissioners.
- o Ensures that county ordinances, resolutions, and regulations are executed and enforced.
- o Develops and administers the county budget; consults with staff regarding formulation of capital expenditure proposals and funds appropriations.
- o Acts as liaison between the County Board of Commissioners and the public by responding to inquiries and resolving conflicts; responds to requests for information regarding various county matters.
- o Represents the Board of Commissioners at various meetings and social functions.
- o Represents the county in negotiations regarding a variety of issues.
- o Develops materials for, attends all meetings of, and makes recommendations to the County Board of Commissioners as needed; implements decisions made by the board.
- o Selects, counsels, appraises, and evaluates the performance of all department heads; resolves personnel grievances and reviews appeals.
- o Consults with department heads to assist in appointing subordinate officers, agents, and employees; terminates appointees as warranted.
- o Develops long- and short-term plans and capital improvement programs for county operations.
- o Provides leadership and assistance to citizen committees, appointed by the County Board of Commissioners or self-initiated, performing community projects.
- o Informs the Board of Commissioners of significant financial and administrative affairs affecting the county; advises the board as requested.

- o Serves on various boards, committees, and task forces as requested.
- o Provides reports and information to the media as requested.
- o Develops, implements, and administers the county's purchasing system in compliance with state laws and accepted business practices.
- o Attends conferences, seminars, and meetings to stay abreast of issues and developments in municipal management.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the functions, organization, and operations of all county departments.
- o Knowledge of the principles and practices of public administration.
- o Knowledge of state and federal laws in all areas applicable to county government, including unemployment, wages and hours, EEOC, taxes, workers' compensation, pensions, and others.
- o Knowledge of the principles and practices of public human resource management.
- o Knowledge of the techniques used in grant application processes.
- o Knowledge of governmental accounting principles and audit procedures.
- o Knowledge of the county code of ordinances and other regulations, policies, and procedures.
- o Knowledge of budget preparation and finance.
- o Knowledge of trends and innovations in the management and delivery of municipal services.
- o Knowledge of the county's demographic and economic profile.
- o Knowledge of the principles and practices of effective public relations.
- o Skill in developing short- and long-range plans.

- o Skill in conducting negotiations on a variety of issues.
- o Skill in performing analytical operations.
- o Skill in establishing priorities and organizing work.
- o Skill in decision making and problem solving.
- o Skill in managing multiple, concurrent projects.
- o Skill in management, leadership, and supervision.
- o Skill in facilitating meetings and forums.
- o Skill in operating general office equipment, including a computer, facsimile machine, calculator, copier, and printer.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Board of Commissioners assigns work in terms of overall goals and objectives. Work is reviewed through conferences, reports, and observation of county activities.

GUIDELINES: Guidelines consist of all county ordinances, applicable state and federal laws and regulations, county personnel policies and procedures, and directives from the County Board of Commissioners. These guidelines require judgment, selection, and interpretation in application. This position develops county guidelines.

COMPLEXITY: The work consists of varied duties in administering all phases of county government. The variety of duties to be performed, the need for quick decision making, and the need for sensitivity to political factors contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to administer the overall operation of the county government. Successful performance in this position facilitates the work of all county departments, ensures the delivery of county services, and enhances the image of the county.

PERSONAL CONTACTS: Contacts are typically with co-workers, department directors, other county employees, Board of Commissioners members, state and federal employees and officials, media representatives, industry and business representatives, attorneys, bankers, managers of other local governments, representatives of various civic and citizen organizations, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, motivate or influence people, and justify, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Building Inspections and Planning Director (1), Finance Director (1), Information Technology Director (1), County Library Director (1), Maintenance Director (1), Solid Waste Director (1), and Veterans Service Officer (1), Human Resources Specialist/ Executive Assistant (1), Economic Development Director (1), Elections Director (1), EMS Director (1), Human Resources Director (1), Senior Center Director (1), Tax Administrator (1), and Tourism Development Director (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Ability to be bonded.